



IN REPLY
REFER TO:

United States Department of the Interior

BUREAU OF RECLAMATION
MID-PACIFIC REGION

LAKE BERRYESSA RECREATION OFFICE
P.O. BOX 9332, SPANISH FLAT STATION
NAPA, CALIFORNIA 94558

Revised Operational Policy No. 3 Policy for Uniform Accounting and Reporting Systems for Lake Berryessa Concessioners

Applications

This revised policy applies to all Concessioners at Lake Berryessa, and supersedes Operational Policy No. 3, dated July 9, 1975, in its entirety.

Accounting Systems and Records

Concessioners will develop and maintain their accounting systems and records in accordance with generally accepted accounting principles. The records must be sufficiently detailed to properly disclose the Concessioner's gross receipts and expenditures by type, the annual results of the concession operations and changes in the Concessioner's net worth and working capital, the Concessioner's plant and equipment (including any additions and deletions) and possessory interests therein, and the rates charged for services provided to the public. If the Concessioner's accounting system is not acceptable to the Government, the Government has the right to prescribe the accounting system and records to be used. Bureau representatives will provide guidance and assistance for Concessioners to develop adequate systems and records on an as-needed basis.

Quarterly, the Concessioners will submit reports of their gross receipts and franchise fees due in the format prescribed by the Bureau. These reports will accompany the Concessioner's franchise fee payment and are due within 45 days after the end of each quarter. If not received by the Bureau within the prescribed time period, the Concessioner shall pay a service charge equal to 10 percent of the delinquent amount plus interest, calculated at the rate of 1/2 of 1 percent per month from said due date or in accordance with their concession agreement. Attachment 1 details the format prescribed by the Bureau.

Annually, the Concessioners will submit, as soon as possible after the end of the accounting year (but not later than 90 days after the close of the accounting year), an annual financial report detailing their financial condition and the results of their operations for the year then completed. At a minimum this report will include:

1. A statement from the preparers of the report detailing the extent of their examination of the financial data included therein and the preparer's opinion as to the propriety of that data;
2. A balance sheet as of December 31, or at the end of the Concessioner's accounting year;

3. A statement of income and expense (showing major categories of each) and retained earnings for the year ending December 31, or at the end of the Concessioner's accounting year;
4. A statement of changes in financial position for the year ending December 31, or at the end of the Concessioner's accounting year, and;
5. A schedule of plant and equipment as of December 31, or at the end of the Concessioner's accounting year, and applicable additions and deletions during the year then ended.

Examples of these statements and schedules are attached. These examples provide general guidelines as to the information required by the Bureau, and formats not required at this time. The annual reports provided by the Concessioners must provide the information detailed on the attachments.

Generally, each Concessioner should keep his books of account and all the invoices, records, and memoranda which support the entries in his accounts, such that the Concessioner can readily furnish full information on any item included therein. The data to be maintained includes gasoline pump meter readings, cash register tapes, receipts, and all data supporting expenditures. For our purposes this data should be maintained for 3 years after the end of the year to which they pertain.

The following books of original entry or their equivalent must be maintained by the Concessioners:

1. General Ledger of Accounts
2. General Journal
3. Cash and Sales Journal
4. Cash Disbursements Journal
5. Property Record or Fixed Assets Ledger

Each Concessioner should maintain their records on a calendar year basis, wherever possible, and all transactions should be entered in the book of original entry (cash-sales journal, disbursement journal, etc.) and closed to the general ledger monthly. The month, year and day of posting reference should be shown for each entry in the general ledger and subsidiary records, and the entries should be supported with such detailed information as will provide ready analysis and verification of the facts recorded therein. The final entries for any annual period should be made in the general ledger no later than 30 days after the last day of the year.

It is preferred that the Concessioners operate the resorts as a separate business entity or corporation. If not organized as a separate entity, it will be incumbent upon the Concessioners to

properly segregate and identify resort transactions from outside operations. Concessioners having operations outside the resort should submit their annual financial reports in such a manner that will show separately the accounts pertaining to inside the resort and those pertaining to outside the resort. If the Concessioner operates as a corporation, a list of the officers and principal stockholders of the corporation should be furnished with the annual report.

MAR. 1, 1983

[S] Vern. E. Smith

REPORT OF OPERATIONS AND
FRANCHISE FEE CALCULATION
FOR THE PERIOD ENDED _____, 19____

	QUARTER ENDED _____, 19____	ACCOUNTING/ CALENDAR YEAR 19____
1. Concessioner's Gross Receipts	\$ _____	\$ _____
2. Plus Other Receipts:		
a. Subconcessioner Gross Receipts Not Included Above	_____	_____
b. Value of Other Items/Receipts Not Included in Receipts Listed Above	_____	_____
Subtotal - Items 1 and 2	_____	_____
3. Less Receipts Included Above That Are Not Subject to Franchise Fees:		
a. Sales and Occupancy Taxes	_____	_____
b. Gasoline Excise Taxes (Gallons for Quarter _____)	_____	_____
c. Trailer Park Utilities	_____	_____
d. Interest Receipts	_____	_____
e. Expense Refunds and Voided Checks	_____	_____
f. Other (Specify) _____	_____	_____
Subtotal - Item 3	_____	_____
4. Net Receipts Subject to Franchise Fees	_____	\$ _____
5. Franchise Fees Due (3% of Item 4)	\$ _____	
6. Amount Submitted with this Report	\$ _____	

I hereby certify I have examined this report and to the best of my knowledge the data included herein is true, complete and accurate.

(Signature of Concessioner)

Franchise fee payments are due within 45 days from the end of each quarter. If not received by Reclamation prior to the 46th day, a 10% penalty and interest calculated at a rate of 1/2 of 1% per month from said due date will be assessed on the delinquent amounts, or as otherwise provided for in the concession agreements. Checks should be made payable to the U.S. Bureau of Reclamation and mailed or delivered to the Lake Berryessa Office, 5520 Knoxville Road, Napa CA 94558.

Attachment 2

**CONCESSIONER'S NAME
ANNUAL FINANCIAL REPORT**

For the Period _____ to _____

I certify that this annual financial report (including accompanying schedules and statements) has been examined by me and to the best of my knowledge and belief is a true, correct, and complete report.

(Date) (Concessioner's Signature) (Title)

Corporation _____ Partnership _____ Sole Proprietorship _____

STATEMENT AND OPINION

We have examined the attached balance sheet as of _____, 19_____, related statements of income, retained earnings, and changes in financial position for the year then ended, in accordance with generally accepted auditing standards, and included such test of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In our opinion, the balance sheet and statements of income and expense present fairly the financial position of _____ at _____, and the results of its concession operations for the year then ended in conformity with generally accepted accounting principles applied on a basis consistent with that of the preceding year. It is also our opinion that the franchise fee computation has been made in accordance with the provisions of the concession contract.

(Date) (Signature of Certified or
Licensed Public Accountant) (Address)

Attachment 3

CONCESSIONER'S NAME
BALANCE SHEET

As of December 31, 19__ and 19__

<u>Assets</u>	19__	19__
Current Assets:		
Cash	\$	\$
Accounts receivable		
Notes receivable		
Inventories		
Prepaid expenses (taxes, insurance, etc.)		
Other		
Total Current Assets	_____	_____
Plant and Equipment (Schedule)		
Less accumulated depreciation	_____	_____
Net Plant and Equipment	_____	_____
Other Assets:		
Notes receivable (less current portion)		
Land		
Licenses		
Deposits		
Other	_____	_____
Total Other Assets	_____	_____
TOTAL ASSETS:	<u>\$</u>	<u>\$</u>
<u>Liabilities and Stockholders Equity</u>		
Current Liabilities:		
Accounts Payable	\$	\$
Notes and contracts payable		
(current portion)		
Payroll and sales taxes payable		
Franchise fees and licenses payable		
Advance rents		
Income taxes payable		
Other		
Total Current Liabilities	_____	_____
Long Term Liabilities:		
Notes and contracts payable		
(less current portion)		
Other		
Total Long Term Liabilities	_____	_____
Stockholders Equity:		
Common stock \$_____ par value, _____ shares		
authorized, _____ shares issued and outstanding		
Preferred stock \$_____ par value,		
_____ shares authorized, _____ shares		
issued and outstanding		
Paid in Capital		
Retained Earnings	_____	_____
Total Stockholders Equity	_____	_____
TOTAL LIABILITIES AND STOCKHOLDERS EQUITY	<u>\$</u>	<u>\$</u>

Attachment 4

CONCESSIONER'S NAME
STATEMENT OF INCOME AND EXPENSE AND RETAINED EARNINGS
Years Ended December 31, 19__ and 19__

	19__	19__
<u>Gross Revenues</u>		
Entrance/Day Use Fees	\$	\$
Motel, Cabins, Cottages		
Trailer Space Rentals		
Recreational Vehicle Parking		
Boat Berthing, Launching, Rentals		
General Store		
Restaurant		
Marina, Tackle Shop		
Bar		
Snack Bar		
Gasoline and Oil		
Equipment Rental		
Subconcessioner Receipts		
Interest and Miscellaneous	_____	_____
Net Gross Revenues		
<u>Operating Expense</u>		
Salaries and Wages		
Fringe Benefits		
Payroll Taxes		
Cost of Goods Sold:		
General Store		
Restaurant		
Marina, Tackle Shop		
Bar		
Snack Bar		
Gasoline and Oil		
Rent and Utilities		
Repairs		
Taxes, Licenses and Insurance		
Legal and Accounting		
Auto, Truck, and Transportation		
Supplies		
Advertising and Promotion		
Interest		
Bad Debts		
Amortization of Leaseholds		
Depreciation		
Franchise Fees		
Cash(over) Short		
Miscellaneous	_____	_____
Total Operating Expense	_____	_____
Operating Income before Taxes		
Provision for Income Taxes	_____	_____
Net Income (Loss)		
Retained Earnings (deficit), beginning of year	_____	_____
Retained Earnings (deficit), end of year	\$ _____	\$ _____

Attachment 5

CONCESSIONER'S NAME
STATEMENT OF CHANGES IN FINANCIAL POSITION
Years Ended December 31, 19__ and 19__

	19__	19__
<u>Sources of Working Capital</u>		
Net Income	\$	\$
Items which do not use working capital:		
Depreciation		
Amortization		
Other		
Working capital provided by operations	_____	_____
Decrease in deferred interest		
Increase in long term debt		
Complete amortization of leasehold		
Other		
Net Sources of Working Capital	\$ _____	\$ _____
<u>Uses of Working Capital</u>		
Increase in working capital	\$	\$
Purchase of real property		
Purchase of equipment (net of dispositions)		
Repayment of long term debt		
Other		
Net Uses of Working Capital	\$ _____	\$ _____
<u>Changes in Components of Working Capital</u>		
Increase (decrease) in current assets:		
Cash on hand and in tank	\$	\$
Accounts and notes receivable		
Inventory		
Prepaid expenses		
Other		
Net Increase (decrease) in current assets	_____	_____
Decrease (increase) in current liabilities:		
Advance rents		
Accounts payable		
Notes and contracts payable		
(current share)		
Payroll and sales taxes payable		
Franchise fees and licenses payable		
Income taxes payable		
Other		
Net Decrease (increase) in current liabilities	_____	_____
Increase (Decrease) in Working Capital	\$ _____	\$ _____

Attachment 6

CONCESSIONER'S NAME
SCHEDULE OF PLANT AND EQUIPMENT
Year Ended December 31, 19__

	<u>Cost</u>	<u>Less Accumulated Depreciation</u>	<u>Net Plant and Equipment</u>
Building and Structures			
Government-owned	\$	\$	\$
Concession-owned			
Vehicles and equipment			
Furniture and Fixtures			
Bonds/Parking/Campsites			
Other			
	<hr/>	<hr/>	<hr/>
Totals:	<u>\$</u>	<u>\$</u>	<u>\$</u>

Additions this Year

Deletions this Year